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1965

SURVEY REPORTS

OF THE

COMMERCIAL BANKS OF BALTIMORE CITY

AS OF SEPTEMBER 30, 1965

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AN EVALUATION OF THE PROGRESS MADE IN THE HIRING OF NEGRO
EMPLOYEES BY THE COMMERCIAL BANKS OF BALTIMORE CITY

All seven banks have submitted information by branch for the metropolitan area as defined in the meeting of October 27 with Commission staff and the CORE employment committee. Four banks have supplied information for branches which are beyond the agreed upon metropolitan area. In addition, a list of those positions included within the various classifications, has been obtained. All officers have some supervisory responsibility. Most administrative assistants have supervisory responsibility, although some persons in this group are specialists in such areas as electronic data processing and financial analysis. Some, but not all, senior clerks have supervisory duties. No other category contained persons with designated supervisory responsibility.

Employment and hiring information submitted by the seven commercial banks demonstrates a disheartening picture. The seven main offices and 122 branches for which information was forwarded employ 233 Negro "white collar" employees out of a total of 4,277, or a percentage of about 5.2%. Total employment of Negroes, including service employees, is 298 of 4,578, a percentage of 6.5%.

Two banks hired no new employees during the quarter ending December 31, 1966. The five banks which did hire during the quarter added 258 "white collar" employees, of whom 52--or 20.2% are Negroes. This figure is in strong contrast with the small net increase of only eight Negro "white collar" employees. During the quarter, seventeen service employees, five of whom are Negroes, were hired.

For the five banks which hired new employees during the quarter, Negroes comprised the following percentage of all persons hired: 13.6, 21.0

22.2, 23.6, and 25.0. For the same five banks, the following net changes in Negro employment occurred: +2 "white collar" employees and +4 total employees; +3 "white collar" and +6 total; +1 "white collar" and +3 total; +2 "white collar" and -5 total; and, no change for "white collar" employees and +3 for total employees.

Although the banks are hiring Negroes at a rate of about twenty percent, we are disturbed to find that so many Negro employees fail, for whatever reason, to remain on the employment rosters of the various banks. Only one bank officer who submitted information listed the turnover in Negro personnel as a problem, although the statistics for all major banks would indicate this factor to be of importance. The one bank which expressed its concern reported that all separations by Negro employees are being reviewed to determine why people are leaving and what the bank can do about this problem. Even if hiring of Negroes continues at the same or even higher rate, no significant change in the number of Negro employees within the banks will be accomplished until the apparently high rate of turnover among Negroes is decreased.

With the exception of the position of teller, and the category of service employees, practically all Negro employees are on the rosters of the main offices of the various banks. One administrative assistant is assigned to a branch in a racially mixed area and an administrative trainee is assigned to whatever branch has an immediate need for his services. Four banks have Negro tellers at various branches. For these banks the number of branches with at least one Negro teller are fifteen, ten, five and four, respectively.

The last quarter in 1965 listed the first two Negro administrative assistants for the various banks. One is an assistant branch manager and one is a trust assistant who specializes in pensions and profit sharing plans. They work at different banks.

The banks listed substantially the same recruitment sources as before and the rate of hiring of Negro employees approximates the figures previously estimated. The apparent high rate of turnover among Negroes seems to be the most pressing current problem.

EMPLOYMENT FIGURES -- ALL BANKS

JOB CLASSIFICATIONS	September 30, 1965		December 31, 1965	
	TOTAL EMPLOYEES	TOTAL NEGRO EMPLOYEES	TOTAL EMPLOYEES	TOTAL NEGRO EMPLOYEES
OFFICERS	479		516	
ADMINISTRATIVE ASSISTANTS	413		468	2
ADMINISTRATIVE TRAINEES	80	2	94	1
SENIOR CLERKS	485	11	541	13
MACHINE OPERATORS	506	80	557	74
TELLERS	579	52	783	59
STENOGRAPHERS	236	4	269	5
JUNIOR CLERKS	821	51	757	60
CLERK TYPISTS	273	18	273	16
OTHER TRAINEES	45	7	19	3
SERVICE EMPLOYEES	221	61	301	65
SUB-TOTAL (excluding service)	3,927	225	4,277	233
TOTAL	4,138	286	4,578	298

HIRING FIGURES -- ALL BANKS
FOR THE QUARTER ENDING DECEMBER 31, 1965

JOB CLASSIFICATIONS	TOTAL EMPLOYEES	TOTAL NEGROES	NEGROES AS PERCENTAGE OF TOTAL EMPLOYEES HIRED
OFFICERS	1		
ADMINISTRATIVE ASSISTANTS	11	1	9.0
ADMINISTRATIVE TRAINEES	13	2	15.4
SENIOR CLERKS	15	1	6.7
MACHINE OPERATORS	66	12	18.2
TELLERS	67	18	26.9
STENOGRAPHERS	10		
JUNIOR CLERKS	57	15	26.3
CLERK TYPISTS	18	3	16.7
OTHER TRAINEES			
SERVICE EMPLOYEES	17	5	29.4
SUB-TOTAL (excluding service)	258	52	20.2
TOTAL	275	57	20.7

AN EVALUATION OF THE PROGRESS MADE IN THE HIRING OF NEGRO
EMPLOYEES BY THE COMMERCIAL BANKS OF BALTIMORE CITY

During the three-month period ending March 31, 1966, the seven commercial banks of Baltimore City added 437 employees, of whom eighty-eight are Negroes. For the "white collar" employment classifications, 409 persons were added to the payroll and, of this group, seventy-eight are Negro employees. Last quarter, 19.1% of all newly hired "white collar" workers and 20.1% of all recently hired workers were Negroes. During the past nine months, one in every five employees hired by the commercial banks has been a Negro.

Unlike the last quarter of 1965, when the rate of hiring of Negro employees, which continued at around twenty per cent, had relatively little effect on the total employment situation, employment of Negroes in "white collar" positions increased by fifty during the first quarter of 1966. The overall increase in the number of Negro employees for the commercial banks was sixty-eight for this period. (Part of the increase in the number of Negro service employees is due to an error in recording service workers in earlier reports by one of the banks.) The overall involvement of Negro employees for all the banks increased from 6.5% at the end of December to 7.9% as of March 31, 1966.

The number of offices and branches reporting for the current period are the same as those for which figures were obtained for the past quarter with one minor exception (one bank added a reporting unit of four employees). Officials of the Human Relations Commissions of Anne Arundel and Baltimore Counties have been in communication with the commercial banks and have requested that quarterly reports to this Commission include all branches located within these two counties, instead of just those included through negotiation between the CORE Employment Committee and representatives of the banks. It is our understanding that the bank personnel officials will meet shortly to consider these requests. On the basis of our previous contacts with the banks, we anticipate that statistics will be forthcoming for all branch locations in Baltimore and Anne Arundel Counties. One bank presently reports information for all of its branches in these two counties, as well as for a branch located in Harford County. Two of the smaller banks are also presently reporting employment figures for all branches.

Rates of hiring by the seven commercial banks for the last two reporting periods have been converted to percentages and will be found in Table One. A cumulative rate of hiring for each bank for the past six months has been calculated and appears in the right hand column of Table One. There have been 667 employees in "white collar" classifications hired by all seven banks during the past six months and 19.5% of these persons have been Negroes. Quarterly hiring of all employees increased from 258 as of December 31, 1965 to 409 as of March 31, 1966. Accordingly, the rates of hiring for the first quarter of this year are weighted more heavily in the calculation of the cumulative rates shown in Table One.

In order to demonstrate the involvement of Negroes in the total employment picture for all the commercial banks, Table Two was prepared. The second reporting period, that which ended December 31, 1965, shows a decrease in the percentage figures reflecting the relationship of Negro employees to total employees. This decrease was due to the exceedingly small net increase in the number of Negro employees and the inclusion of branch offices in the Metropolitan area not previously reported in which very few Negroes are employed. For the six month period during which statistics have been received, the banks have shown a total net increase of fifty-eight Negro employees in "white collar" positions and a total increase of eighty Negroes in all job categories.

Four of the commercial banks have nineteen, eleven, seven, and four branches respectively, at which there is at least one Negro teller on staff. For the bank which has Negro tellers assigned to nineteen branches there are more branches which have at least one Negro teller than those which have none. Of the three remaining smaller banks, two have one branch at which a Negro teller is assigned and one bank has no Negro tellers.

Other than tellers, most Negro "white collar" employees are in the categories of machine operator, junior clerk, clerk typist, and senior clerk. Like white employees in these categories, the overwhelming majority of these employees are located within the operations of the head office.

The two Negro administrative assistants reported last quarter are still employed in the same capacities for their respective banks. A third bank has added its second Negro administrative trainee during the past quarter. One bank with no Negroes placed at this time in one of the three

managerial categories has offered positions to five Negro students due to graduate from college in June. Two of these men have declined offers of employment and the other three have yet to make a decision. Another bank had indicated that it may add to its management ranks a Negro who was contacted from one of the additional recruiting sources suggested by Commission staff in March.

Staff of the Commission feels that, as a group, the commercial banks of Baltimore have been making reasonably good progress in the extension of equal employment opportunities to Negro citizens. Unlike the situation at the end of 1965, when the hiring of fifty-two Negro "white collar" employees resulted in a net gain of only eight Negroes on the employment rosters of the seven banks, the seventy-eight Negroes hired for positions in the "white collar" categories during the first three months of 1966 are reflected in a net quarterly gain of fifty Negro employees. Thus, employment turnover has had some effect, but a relatively minor one.

It is hoped that by recruiting at colleges and through other sources the banks will be able to hire more Negroes in managerial and management trainee positions. If progress similar to that shown in the classifications of teller, machine operator and junior clerk occurs, improvement in the figures for Negroes employed in the top four categories -- those containing persons with managerial and supervisory responsibilities -- can be expected.

John J. Barrett, Senior
Intergroup Representative
Compliance Division

JJB/ald

EMPLOYMENT FIGURES-ALL BANKS

Job Classification	September 30, 1965		December 31, 1965		March 31, 1966	
	Total Employees	Total Negro Employees	Total Employees	Total Negro Employees	Total Employees	Total Negro Employees
Officers	479		516		521	
Administrative Assistants	413		468	2	467	2
Administrative Trainees	80	2	94	1	103	2
Senior Clerks	485	11	541	13	532	14
Machine Operators	506	80	557	74	559	99
Tellers	579	52	783	59	808	72
Stenographers	236	4	269	5	270	4
Junior Clerks	821	51	757	60	792	71
Clerk Typists	273	18	273	16	230	17
Other Trainees	45	7	19	3	20	2
Service Employees	221	61	301	65	325	83
Sub-total (excluding service)	3927	225	4277	233	4302	283
Total	4138	286	4578	298	4627	366

HIRING FIGURES-ALL BANKS

Job Classification	December 31, 1965			March 31, 1966		
	Total Employees Hired	Total Negroes Hired	Negroes as % of Total	Total Employees Hired	Total Negroes Hired	Negroes as % of Total
Officers	1			3		
Administrative Assistants	11	1	9.0	11		
Administrative Trainees	13	2	15.4	11	1	9.0
Senior Clerks	15	1	6.7	15		
Machine Operators	66	12	18.2	107	38	35.5
Tellers	67	18	26.9	95	18	18.9
Stenographers	10			16	1	6.2
Junior Clerks	57	15	26.3	112	12	10.7
Clerk Typists	18	3	16.7	34	6	17.6
Other Trainees				5	2	40.0
Service Employees	17	5	29.4	28	10	35.7
Sub-total (excluding service)	258	52	20.2	409	78	19.1
Total	275	57	20.7	437	88	20.1

Table One--May 1966

RATES OF HIRING OF NEGRO "WHITE COLLAR"
EMPLOYEES FOR THE LAST TWO QUARTERS

December 31, 1965	March 31, 1965	Cumulative Rate
25.0	9.1	14.7
23.6	13.5	17.3
22.2	21.6	21.8
21.0	16.5	18.8
13.6	31.3	23.4
---*	33.3	33.3
---*	11.1	11.1
All Banks	20.2	19.1
		19.5

* Two banks hired no employees at all during the last three months of 1965.

An Evaluation of the Progress Made in the Hiring of Negro Employees by the
Commercial Banks of Baltimore City

During the three-month period ending June 30, 1966, the seven commercial banks of Baltimore City added 524 employees, of whom 111 were Negroes. For the "white collar" employment classifications, 493 were added to the payroll and, of this group, ninety-eight were Negro employees. Last quarter, 19.9% of all newly hired "white collar" workers and 21.2% of all recently hired workers were Negroes. During the past year, one in every five employees hired by the commercial banks has been a Negro.

Almost duplicating the trend begun during the first quarter of 1966, when fifty Negroes were added to the "white collar" classification, forty-three Negroes were added to this classification during the second quarter of 1966. The overall increase in the number of Negro employees for the commercial banks was forty-five for this period. The overall involvement of Negro employees for all banks increased from 7.9% at the end of March to 8.3% as of June 30, 1966.

The banks reporting for the current period include all the branch locations including the branches located in Baltimore and Anne Arundel Counties, as well as one branch in Harford County.

Rates of hiring by the seven commercial banks for the last three reporting periods have been converted to percentages and will be found in Table One. A cumulative rate of hiring for each bank for the past nine months has been calculated and appears in the right hand column of Table One. There have been 1160 employees hired during the past nine months by all seven commercial banks to fill jobs in "white collar" classifications and 19.7% of these persons have been Negroes. Quarterly hiring of "white collar" employees has risen steadily from 258 during the quarter ending December 31, 1965 to 409 during the first quarter of 1966 to 493 during the quarter ending June 30, 1966.

Table Two demonstrates the involvement of Negroes in the total employment picture for all the commercial banks. For the nine month period in which statistics have been received, the banks have shown a total net increase of 101 Negro employees in "white collar" positions and a total increase of 125 Negroes in all job categories.

Staff of the Commission feels that the "reasonably good progress" expressed in evaluating the performance of the commercial banks of Baltimore

is an apt term to describe the current performance. The net quarterly gain of forty-three Negroes in "white collar" classifications is a reflection of the further extension of equal employment opportunities to Negro citizens. It is hoped that the number of Negroes in managerial and management trainee positions will be expanded through an improvement of recruiting practices by the banks. We have every reason to believe these hopes will be realized.

Jerry L. Woods
Intergroup Relations
Representative

JLW:jnl

EMPLOYMENT FIGURES - ALL BANKS

JOB CLASSIFICATION	September 30, 1965		December 31, 1965		March 31, 1966		June 30, 1966		
	Total Employees	Total Negro Employees	Total Employees	Total Negro Employees	Total Employees	Total Negro Employees	Total Employees	Total Negro Employees	
Officers	479	--	516	--	521	--	551	--	
Administrative Assistants	413	--	468	2	467	2	529	7	
Administrative Trainees	80	2	94	1	103	2	116	4	
Senior Clerks	485	11	541	13	532	14	528	15	
Machine Operators	506	80	557	74	559	99	579	105	
Tellers	579	52	783	59	808	72	*1008	82	
Stenographers	236	4	269	5	270	4	297	7	
Junior Clerks	821	51	757	60	792	71	809	89	
Clerk-Typists	273	18	273	16	230	17	230	14	
Other Trainees	45	7	19	3	20	2	25	3	
Service Employees	221	61	301	65	325	83	323	85	
SUB-TOTAL (Excluding Service)	3927	225	4277	233	4302	283	4672	326	
TOTAL	4138	286	4578	298	4627	366	4995	411	

*NOTE - SEE EXPLANATION ON YELLOW SHEET ATTACHED

HIRING FIGURES - ALL BANKS

JOB CLASSIFICATION	Last Quarter - 1965			First Quarter - 1966			Second Quarter - 1966		
	Total Employees Hired	Total Negroes Hired	Negroes as % of Total	Total Employees Hired	Total Negroes Hired	Negroes as % of Total	Total Employees Hired	Total Negroes Hired	Negroes as % of Total
Officers	1	--	--	3	--	--	--	--	--
Administrative Assistants	11	1	9.0%	11	--	--	19	2	10.5%
Administrative Trainees	13	2	15.4%	11	1	9.0%	38	3	7.9%
Senior Clerks	15	1	6.7%	15	--	--	26	4	15.4%
Machine Operators	66	12	18.2%	107	38	35.5%	94	30	31.9%
Tellers	67	18	26.9%	95	18	18.9%	119	22	18.5%
Stenographers	10	--	--	16	1	6.2%	29	2	6.9%
Junior Clerks	57	15	26.3%	112	12	10.7%	119	27	22.6%
Clerk-Typists	18	3	16.7%	34	6	17.6%	33	5	15.2%
Other Trainees	--	--	--	5	2	40.0%	16	3	18.7%
Service Employees	17	5	29.4%	28	10	35.7%	31	13	41.9%
SUB-TOTAL (Excluding Service)	258	52	20.2%	409	78	19.1%	493	98	19.9%
TOTAL	275	57	20.7%	437	88	20.1%	524	111	21.2%

Table One--August, 1966

RATES OF HIRING OF NEGRO "WHITE COLLAR"
EMPLOYEES FOR THE PAST THREE QUARTERS
BY THE SEVEN COMMERCIAL BANKS

4th Quarter, 1965	1st Quarter, 1966	2nd Quarter, 1966	Cumulative Rate
25.0	9.1	18.5	16.4
23.6	13.5	20.2	18.6
22.2	21.6	22.8	22.3
21.0	16.5	21.4	19.4
13.6	31.3	15.5	20.3
-----*	33.3	50.0	40.0
-----*	11.1	0.0	6.7
All Banks 20.2	19.1	19.9	19.7

*These two banks hired no persons during the last three months of 1965 and together have hired only twenty (20) persons during the first six months of 1966.

Table Two--August, 1966

NEGROES, AS PART OF THE TOTAL EMPLOYMENT FORCE,
FOR THE PAST FOUR QUARTERS

"White Collar" Classifications	Sept 30, 1965	Dec 31, 1965	Mar 31, 1966	Jun 30, 1966
Total Employees	3,927	4,277	4,302	4,672
Negro Employees	225	233	283	326
Negroes as % of Total	5.7%	5.5%	6.6%	7.0%

All Employment Classifications	Sept 30, 1965	Dec 31, 1965	Mar 31, 1966	Jun 30, 1966
Total Employees	4,138	4,578	4,627	4,995
Negro Employees	286	298	366	411
Negroes as % of Total	6.9%	6.5%	7.9%	8.3%

A FURTHER EVALUATION OF THE PROGRESS MADE IN THE
HIRING OF NEGRO EMPLOYEES BY THE COMMERCIAL
BANKS OF THE METROPOLITAN AREA

Employment in most classifications in the seven Commercial Banks in the Metropolitan Area underwent a general decline as reported in the third quarter of 1966. From four thousand eight hundred fifty-eight (4858) employees reported at the end of the second quarter ending June 30, 1966, overall employment dropped by one hundred forty-two (142) persons to four thousand seven hundred sixteen (4716) at the end of the three-month period on September 30, 1966.

Employment in all classifications in these banks had enjoyed a slow but steady rise from four thousand one hundred thirty-eight (4138) persons on September 30, 1965, in quarterly steps of four thousand five hundred seventy-eight (4578), four thousand six hundred twenty-seven (4627), four thousand eight hundred fifty-eight (4858) through 1966 and abruptly declined to the present figure at last report. Negro employment had risen from two hundred ninety-eight (298) persons on December 31, 1965, in quarterly steps to three hundred sixty-six (366), and four hundred eleven (411) through 1966, and suddenly dropped by sixteen (16) persons to three hundred ninety-five (395) on September 30, 1966.

Negro employment in banks with the largest numerical representation in non-service classifications occurred in the machine operator classification. Only six persons had been added since the previous report, making an overall percentage of 18.7% in the total employment. This category employed persons who were used as data processing Key Punch Operators, Addressograph, Duplicating and Printing Operators, Switchboard Operators and Coin and Currency Counters.

Increase in Negro employment as Senior Clerks who exercise some supervisory ability advanced to eighteen from fifteen at last report, but remained at only 3.9% of the total employment.

Although hiring figures for the third quarter lead with twenty-four (24) Negroes being employed as Junior Clerks and showed 10.5% of the total number hired in this classification for the period, it represented a decline of 1.5% when compared with the hiring figures of the previous quarter. Twelve (12) Negro Tellers were hired during the period for a total of seventy-six (76), this was a drop from the total of eighty-two (82) in the previous three month period, and still formed only 8.7% of the total employment, in itself, a drop from 9.4% as reported on June 30, 1966.

Percentages formed in the calculation of the hiring of Negroes in all job classifications in the five banks that hired new employees during the quarter read 14.6, 14.8, 17.8, 18.7, and 25.0%. These percentages show a sharp decline (12.3%), from the June 30th report which was 19.9%. The cumulative rate was 17.3%.

Hiring, during the three months in all banks, totaling one hundred thirty-nine (139) main offices and branches, showed employment of Negroes in sixty-three (63) of these offices in all job classifications. Most of the remaining seventy-six (76) non-employers were located in outlying branches of the two adjacent counties included in the Metropolitan Area tabulations. Two banks did not hire new Negro personnel in any capacity. The five banks that did, hired fifty-seven (57) white collar workers, or 12.4% of the total four hundred sixty-one (461) white collar employees hired. Eleven (11) Negro service workers were hired, 34.4% in the service category, making total as shown in table two of sixty-eight (68) Negro employees hired in all categories out of a total of four hundred ninety-three (493), 13.8% of total employment.

Two of the banks surveyed submitted figures from two and six new branches respectively, but this expansion did not materially effect a rise in the employment statistics, and added only one non-service, and three service workers to the list of Negro employees from a total of twenty-four (24) persons newly employed in the counties.

The distribution of Negroes employed as Tellers has expanded to include the two smaller banks that had not previously hired them, having acquired one each. Additionally, there is at least one Negro Teller employed in thirty-three (33) city branches with one each in seven (7) county branches, a loss of one in a branch in this distribution.

It has been reported that a tighter labor market in Banking may account for the employee decline in this quarter, but as this may be true, it does not explain the continuously high rate of turnover among Negro employees in the Banking industry in the Baltimore Area. Banking Officials have explained this rate of turnover as being partially due to the resignation of some of these employees at the end of the summer period, some returning to school, others moving into more lucrative positions.

During this quarter one bank saw an increase in referrals for employment from the usual sources and in addition, continuously advertised on five radio stations. It received one hundred seven (107) replies, interviewed and tested sixty-six (66) persons, forty (40) of whom were Negroes, and employed eight (8) persons, (two Negroes). Another Bank was visited by six local educators to establish a better understanding of the needs of the industry and to prepare high school students for these jobs.

At one Bank thirty (30) Negroes were hired and terminated during this period; ten (10) left to return to school, (these were employees who had accepted full-employment and resigned in September. Twenty (20) terminated for normal reasons, other jobs, Military Leave etc. The Bankers reported that one of the problems in hiring continues to be a lack of qualified applicants. Most of these banks claim that they encourage Negro employees to further their education in night courses sponsored by the American Institute of Banking (the Educational section of the Bankers Association) in which the bank pays for tuition and supplies for college-level instruction. Some claim that Negroes took advantage of this opportunity, others claim that no Negroes came forward to apply for the courses. Some expressed concern over these terminations, claiming wasted time, money and effort in trying to further qualify these applicants. This continues as a dilemma in this area of employment, but some employers evinced an interest in trying to solve these problems. Apart from what appears to be seasonable hiring during this period, there seem to exist indications of other more serious problems attendant to the solution.

This dismal, unyielding, employment situation in this, one of our most important industries defies solution at the moment, but there is a positive hope that the educational opportunities and employment opportunities will reach a mating and provide fair and equal employment for all interested and qualified people who seek a productive future in this vital facet of our economic community.

Table Two--May 1966

NEGROES, AS PART OF THE TOTAL EMPLOYMENT FORCE,
FOR THE LAST THREE QUARTERS

"White Collar" Classifications	September 30, 1965	December 31, 1965	March 31, 1966
Total Employees	3,927	4,277	4,302
Negro Employees	225	233	283
Negroes as % of Total	5.7%	5.5%	6.6%

All Employment Classifications	September 30, 1965	December 31, 1965	March 31, 1966
Total Employees	4,138	4,578	4,627
Negro Employees	286	298	366
Negroes as % of Total	6.9%	6.5%	7.9%

TABLE ONE

EMPLOYMENT OF NEGROES
SEVEN COMMERCIAL BANKS
METROPOLITAN BALTIMORE AREA

Sept. 30, 1966

JOB CLASSIFICATION	First Quarter - 1966			Second Quarter - 1966			Third Quarter - 1966		
	Total Employees	Total Negro Employees	Negroes as % of Total	Total Employees	Total Negro Employees	Negroes as % of Total	Total Employees	Total Negro Employees	Negroes as % of Total
Officers	521	0	0.0%	551	0	0.0%	576	0	0.0%
Administrative Assistants	467	2	4.2%	529	7	1.3%	515	6	1.2%
Administrative Trainees	103	2	1.9%	116	4	3.4%	89	2	2.2%
Senior Clerks	532	14	2.6%	528	15	2.8%	456	18	3.9%
Machine Operators	559	99	17.7%	579	105	18.1%	591	111	18.7%
Tellers	808	72	8.9%	871	82	9.4%	872	76	8.7%
Stenographers	270	4	1.4%	297	7	2.3%	290	7	2.4%
Junior Clerks	792	71	9%	809	89	11.0%	780	82	10.5% 10.
Clerk Typists	230	17	7.3%	230	14	6.0%	228	16	7.1%
Other Trainees	20	2	10.0%	25	3	12%	21	3	14.2%
Service Employees	325	83	25.5%	323	85	26.6%	298	74	24.8%
SUB-TOTAL (Excluding Service)	4302	283	6.6%	4535	326	7.2%	4418	321	7.3%
TOTAL	4627	366	7.9%	4858	411	8.4%	4716	395	8.4%

TABLE TWO

HIRING OF NEGROES IN
SEVEN COMMERCIAL BANKS
METROPOLITAN BALTIMORE AREA

Sept. 30, 1966

JOB CLASSIFICATION	First Quarter - 1966			Second Quarter --1966			Third Quarter - 1966		
	Total Employees Hired	Total Negroes Hired	Negroes as % of Total	Total Employees Hired	Total Negroes Hired	Negroes as % of Total	Total Employees Hired	Total Negroes Hired	Negroes as % of Total
Officers	3	--	--	--	--	--	5	--	--
Administrative Assistants	11	--	--	19	2	10.5%	33	2	6.6%
Administrative Trainees	11	1	10.0%	38	3	7.9%	18	1	5.5%
Senior Clerks	15	--	--	26	4	15.4%	16	--	--
Machine Operators	107	38	35.5%	94	30	31.9%	107	12	11.2%
Tellers	95	18	18.9%	119	22	18.5%	101	12	11.9%
Stenographers	16	1	6.2%	29	2	6.9%	21	1	4.7%
Junior Clerks	112	12	10.7%	119	27	22.6%	127	24	18.5%
Clerk-Typists	34	6	17.6%	33	5	15.2%	28	3	10.8%
Other Trainees	5	2	40.0%	16	3	18.7%	5	2	40.0%
Service Employees	28	10	35.7%	31	13	41.9%	32	11	34.3%
Sub-Total (Ex- cluding Service)	409	78	19.1%	493	98	19.9%	461	57	12.3%
TOTAL	437	88	20.1%	524	111	21.2%	493	68	13.8%

TABLE FOUR - SEPTEMBER 1966

RATES OF HIRING OF NEGRO "WHITE COLLAR" EMPLOYEES FOR THE
PAST THREE QUARTERS BY THE SEVEN COMMERCIAL BANKS

<u>1st Quarter 1966</u>	<u>2nd Quarter 1966</u>	<u>3rd Quarter 1966</u>	<u>Cumulative Rate</u>
9.1	18.5	14.6	11.0
13.5	20.2	0.0	6.7
21.6	22.8	14.8	12.6
16.5	21.4	17.8	13.0
31.3	15.5	18.7	11.4
33.3	50.0	25.0	25.0
11.1	0.0	0.0	0.0
<hr/>			
19.1	19.9	12.3	17.3

TABLE THREE --- September 30, 1966

NEGROES, AS PART OF THE TOTAL EMPLOYMENT FORCE,
FOR THE PAST FOUR QUARTERS

COMMERCIAL BANKS - BALTIMORE METROPOLITAN AREA

"White Collar" Classifications	Dec. 31 1965	March 31 1966	June 30 1966	Sept. 30 1966
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Total Employees	4,277	4,302	4,535	4,418
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Negro Employees	233	283	326	321
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Negroes as % of Total	5.5%	6.6%	7.2%	7.2%
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All Employment Classifications	Dec. 31 1965	March 31 1966	June 30 1966	Sept. 30 1966
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Total Employees	4,578	4,627	4,858	4,716
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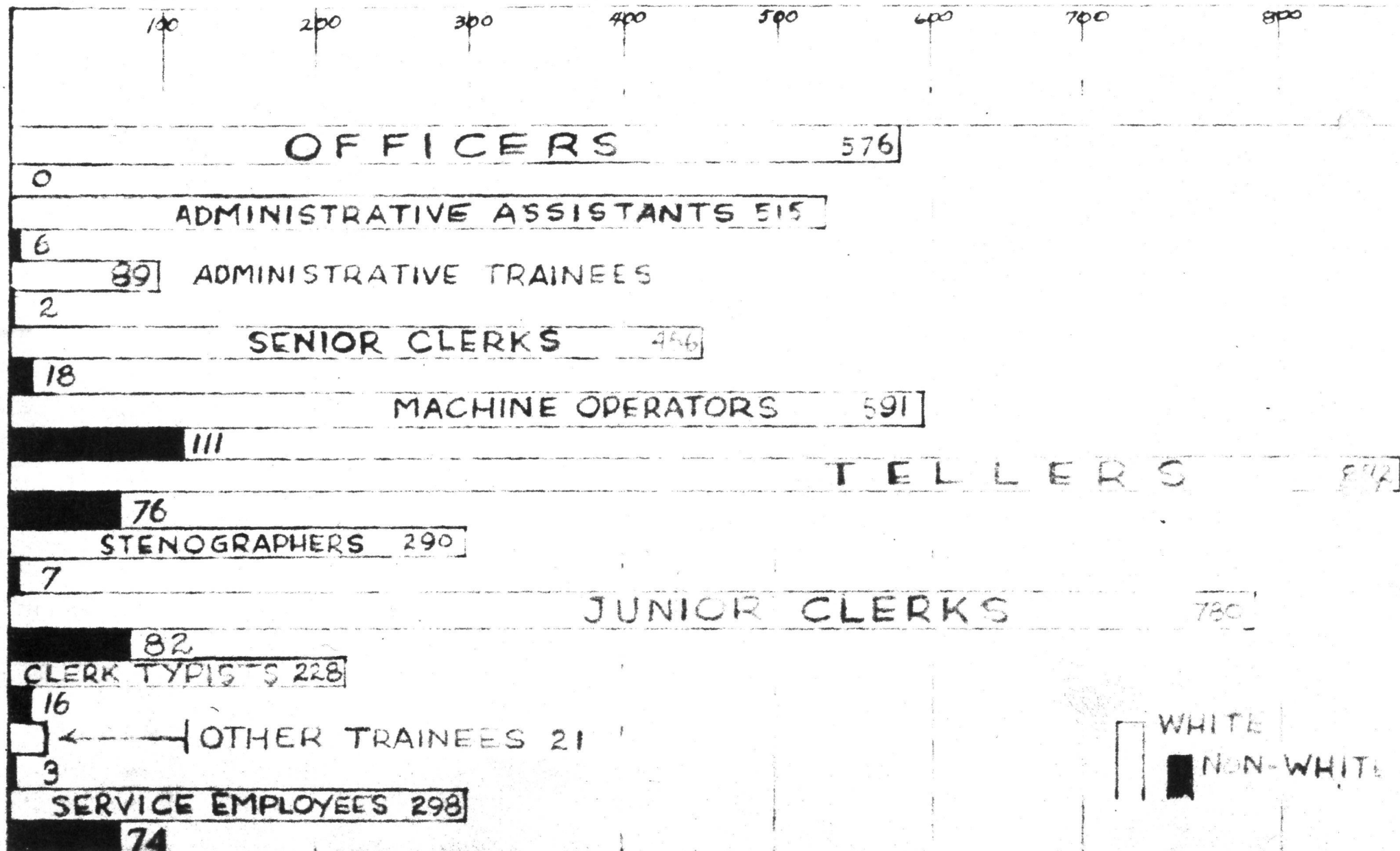
Negro Employees	298	366	411	395
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Negroes as % of Total	6.5%	7.9%	9.0%	8.3%
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CHART NO. TWO

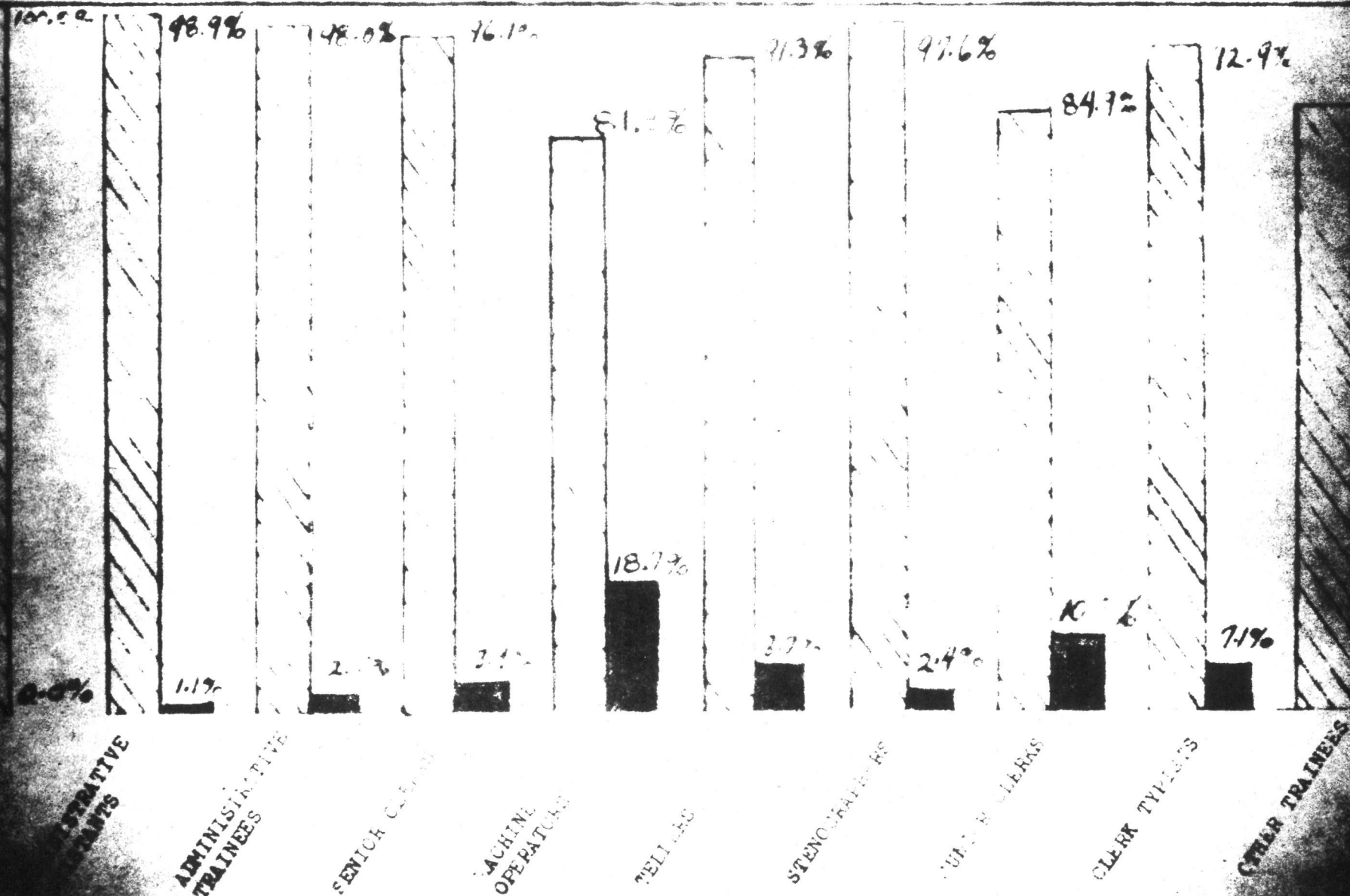
NUMERICAL RATIOS BY JOB CLASSIFICATION
OF WHITE, NON-WHITE EMPLOYEE DISTRIBUTION
IN THE SEVEN COMMERCIAL BANKS OF THE
METROPOLITAN BALTIMORE AREA FOR
THE THIRD QUARTER, 1966

Sept. 30, 1966



PERCENTILE RATIOS OF NEGRO WHITE EMPLOYMENT
IN NON-SERVICE COMMUNICATIONS IN
SEVEN COMMERCIAL BANKS OF THE
METROPOLITAN BALTIMORE AREA
THIRD QUARTER, 1966

Sept. 30, 1966



A SUMMARY OF ACTIVITY CONCERNING NEGRO EMPLOYMENT
IN THE SEVEN COMMERCIAL BANKS IN THE BALTIMORE
METROPOLITAN AREA

Diverse seasonal trends and a continuing tight labor market were the dominant factors in the employment situation in the Metropolitan Area for the Fourth Quarter of 1966. Overall employment in all job classifications rose slightly from forty-seven hundred sixteen (4716) in the Third Quarter to forty-eight hundred two (4802) on December 31st, an increase of 82 persons over the three-month period.

Negro employment in the banks underwent slight increases in several classifications. In the "White Collar" jobs, one Administrative Trainee, ten Junior Clerks, one Clerk-Typist, and three Tellers were added. There was an increase of seven Negro employees in the Service categories. A loss of two machine operators was also shown. Negroes employed in the "White Collar" classifications comprised 7.5% of the total, a rise of 0.3% from the 7.2% figure reported on September 30, 1966. Total employment figures showed 8.6%, again a 0.3% rise from the previous quarter.

During the three-month period ending December 31st, 16.6% of all persons hired by the seven banks were Negro, increasing by 2.8% from the September Report of 13.8%. Non-service employment matched that of the previous quarter (57), but grew to 15.6% of the total, rising from 12.3% on September 30th.

Reports for this period indicated expansions in facilities and a large shift in Personnel within the industry. One Bank reported five new branches. The largest shift occurred in the Administrative Assistant Classification, with an increase of fifty-one (51) employees and a corresponding loss of forty (40) employees, in the Senior Clerk category. These shifts indicate heavy promotional activity although Negro employees were largely unaffected, with only three (3) Negroes being added as Senior Clerks and no changes made in the Administrative Assistant jobs. Many small branches are manned by an Administrative Assistant, a Clerk or Stenographer and one or two Tellers.

Among the basic problems encountered in the hiring of Negroes in the Banks are the continuing reasons, listed as lack of qualified applicants, heavy turnover in the Negro employment group, the tight employment market, (with recruiting generally reported as "Fair"), and the competition with salaries paid by various government agencies which attract current employees as well as applicants. Some of these conditions also apply in the recruitment of white personnel.

Several positive steps in recruitment have been taken among these, one Bank has remained open two nights per week for the purpose of interviewing applicants. Another reported participation in "Operation Native Son", sponsored by the Baltimore Chamber of Commerce, interviewing Negro college seniors and graduates as a source of recruitment. One Bank conducted five tour groups of students to en-

TABLE ONE

EMPLOYMENT OF NEGROES
SEVEN COMMERCIAL BANKS
METROPOLITAN BALTIMORE AREA

December 31, 1966

JOB CLASSIFICATION	Second Quarter - 1966			Third Quarter - 1966			Fourth Quarter - 1966		
	Total Employees	Total Negro Employees	Negroes as % of Total	Total Employees	Total Negro Employees	Negroes as % of Total	Total Employees	Total Negro Employees	Negroes as % of Total
Officers	551	0	0.0%	576	0	0.0%	570	--	0.0%
Administrative Assistants	529	7	1.3%	515	6	1.2%	566	6	1.6%
Administrative Trainees	116	4	3.4%	89	2	2.2%	77	3	3.1%
Senior Clerks	528	15	2.8%	456	18	3.9%	496	20	4.1%
Machine Operators	579	105	18.1%	591	111	18.7%	607	109	17.9%
Tellers	871	82	9.4%	872	76	8.7%	890	79	8.9%
Stenographers	297	7	2.3%	290	7	2.4%	280	7	2.5%
Junior Clerks	809	89	11.0%	780	82	10.5%	775	92	11.8%
Clerk Typists	230	14	6.0%	228	16	7.1%	222	17	7.6%
Other Trainees	25	3	12.0%	21	3	14.2%	19	2	15.3%
Service Employees	323	85	26.6%	298	74	24.8%	301	81	26.3%
SUB-TOTAL (Excluding Service)	4535	326	7.2%	4418	321	7.3%	4502	335	7.4%
TOTAL	4858	411	8.4%	4716	395	8.4%	4802	416	8.6%

TABLE TWO

HIRING OF NEGROES IN
SEVEN COMMERCIAL BANKS
METROPOLITAN BALTIMORE AREA

December 31, 1966

JOB CLASSIFICATION	Second Quarter - 1966			Third Quarter - 1966			Fourth Quarter - 1966		
	Total Employees Hired	Total Negroes Hired	Negroes as % of Total	Total Employees Hired	Total Negroes Hired	Negroes as % of Total	Total Employees Hired	Total Negroes Hired	Negroes as % of Total
Officers	--	--	--	5	--	--	2	--	0.0%
Administrative Assistants	19	2	10.5%	33	2	6.6%	17	1	7.0%
Administrative Trainees	38	3	7.9%	18	1	5.5%	16	--	0.0%
Senior Clerks	26	4	15.4%	16	--	--	27	1	4.0%
Machine Operators	94	30	31.9%	107	12	11.2	81	12	14.7%
Tellers	119	22	18.5%	101	12	11.9%	100	14	14.0%
Stenographers	29	2	6.9%	21	1	4.7%	15	1	7.0%
Junior Clerks	119	27	22.6%	127	24	18.5%	82	20	24.4%
Clerk-Typists	33	5	15.2%	28	3	10.8%	21	6	29.0%
Other Trainees	16	3	18.7%	5	2	40.0%	5	2	40.0%
Service Employees	31	13	41.9%	32	11	34.3%	24	8	33.3%
Sub- Total (Ex- cluding Service)	493	98	19.9%	461	57	12.3%	366	57	15.6%
TOTAL	524	111	21.2%	493	68	13.8%	390	65	16.6%

TABLE THREE

NEGROES AS PART OF THE TOTAL EMPLOYMENT FORCE,
FOR THE PAST FIVE QUARTERS

December 31, 1966

COMMERCIAL BANKS - BALTIMORE METROPOLITAN AREA

"White Collar" Classifications	Dec. 31 1965	March 31 1966	June 30 1966	Sept. 30 1966	Dec. 31 1966
Total Employees	4,277	4,302	4,535	4,418	4,502
Negro Employees	233	283	326	321	335
Negroes as % of Total	5.5%	6.6%	7.2%	7.2%	7.5%
All Employment Classifications	Dec. 31 1965	March 31 1966	June 30 1966	Sept. 30 1966	Dec. 31 1966
Total Employees	4,578	4,627	4,858	4,716	4,803
Negro Employees	298	366	411	395	416
Negroes as % of Total	6.5%	7.9%	9.0%	8.3%	8.6%

TABLE FOUR

December 31, 1966

RATES OF HIRING OF NEGRO "WHITE COLLAR" EMPLOYEES FOR THE
PAST FOUR QUARTERS BY THE SEVEN COMMERCIAL BANKS

1st Quarter 1966	2nd Quarter 1966	3rd Quarter 1966	4th Quarter 1966	Cumulative Rate
9.1	18.5	14.6	16.8	16.6
13.5	20.2	0.0	11.1	10.4
21.6	22.8	14.8	14.8	14.4
16.5	21.4	17.8	22.9	20.0
31.3	15.5	18.7	0.0	9.3
33.3	50.0	25.0	0.0	25.0
11.1	0.0	0.0	33.3	11.1
19.1	19.9	12.3	15.6	16.1